



TOWN of NEW BOSTON

Invitation for Bids

Refurbishment and Upgrade of Basement of the New Boston Town Hall

Sealed bids for the upgrade of the Basement of the New Boston Town Hall located at 7 Meetinghouse Hill Road, New Boston New Hampshire, will be received until 2:00 p.m. on May 29, 2015 at Selectmen's office. At 2:00 p.m., the bids will be opened and read aloud. A detailed package with the information on the project, the conditions thereof, and bid forms, is below.

Your bid Envelope must be marked with 'Basement Upgrade at Town Hall' and the due date and time. If you send your bid by mail you should put it into a separate sealed envelope, marked as required. Place this sealed envelope inside the mailing envelope to safeguard against it being opened in error.

The work includes providing de-watering of the ground water that exists nine months a year, threatening all mechanical systems and creating an unhealthy environment. Excavation, removal, and disposal of dirt and rocks for purposes of installation of 4" layer of ¾" crushed stone, 10 mil vapor barrier, wire mesh, and 3,000# mud slab –Tiered floor as not to go below the foundation. Replace two older burners with one new more efficient '3 pass design' oil fired burner that is properly sized for the area being heated. Other work includes temporary removal sprinkler water supply and other work described in the 'Scope' of work required.

On May 5, 2015, at 10:00 AM there will be 'walk through' whereby you may inspect the building. If you have any questions about our requirements or the process, please contact Peter Flynn, Town Administrator at 603.487-2500 Ext. 121. Any changes or addendums will be posted on the Town of New Boston web site. It is the responsibility of the proposer to check and verify any such changes in order to account for them in their bid.

The successful bidder will be required to execute the Contract Agreement within 10 days following the notification of the acceptance of the winning bid.

The town reserves the right to reject any and all bids, and waive any minor or non-material informality, if deemed to be in its best interests.

Peter Flynn, Town Administrator

Posted:	Town Bulletin Board, Post Office, Website
Advertised:	Messenger, New Boston Bulletin
Mailed:	Vendors

Scope of Work or Specifications and Conditions

1.) Specifications

(See Exhibit A)

2.) Time for Performance

We expect to award a contract on or about May 18, 2015 at the regular Selectmen's meeting. We expect to be able to fully execute a contract with you on or about May 27, 2015 .You must specify the number of calendar days, from the date we execute a contract that you expect it to take for completion.

4.) Term of Contract

All work must be completed no later than October 1, 2015.

5.) General Conditions

A.) If you are in default of this contract you will be given ten (10) days' notice to rectify the default. If the default is not corrected within 10 days after receipt of written notification, owner retains right to terminate the contract.

B.) The term "days" shall mean calendar days.

C.) Unless otherwise specified, you must provide the standard warranty on all products as specified by the manufacturer. You must provide a one year warranty on all labor.

D.) Upon the execution of the contract you must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Property damage	\$1 Million/\$2Million
- General liability	\$1 Million/\$2Million

You may act as the General Contractor and use a sub-contractor(s) with our approval. If you do use an approved sub-contractor for any portion of the work you must obtain from them, and provide to us a similar insurance certificate in the same amounts.

E.) The proposed pricing shall include all labor, insurance, material.

F.) Final payment less deposit will be made within twenty (14) days of the submission of an approved bill showing conformance with all work requirements.

H.) You must provide an explanation of how many years you have been in business and under what other names you may have done business. You will include a list of at least three references for similar jobs you have successfully completed in the last four years showing

the contact name, telephone number, and year of the project and the value of the project.
This will be submitted with your bid.

6.) Questions and Supplements

Any questions may be directed to Town Administrator Peter Flynn at p.flynn@newbostonnh.gov or telephone 603-487-2500 Ext. 121.

Proposals will be accepted until 2:00 p.m. on May 20, 2015 at the New Boston Town Hall. At this time all proposals will be opened and publicly read aloud.

All proposals are to be submitted in a sealed envelope marked "Basement Upgrade" bid with the date and time advertised for the opening. If mailed, the bid has to be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

7.) Town Reservation of Rights

The Town of New Boston reserves the right to reject any and all proposals, and waive any minor or non-material informality if deemed to be in its best interests.

Town of New Boston, NH
Refurbishment and Upgrade of Town Hall Basement
Proposal Form

(Please Print or Type)

Name of Bidder _____
Address _____

Contact Person _____
Telephone _____ E-Mail _____

Mr. Peter R. Flynn
Town Administrator - P. O. Box 250
2 Meetinghouse Hill Road
New Boston, NH 03070

Dear Mr. Flynn,

Having examined the documents provided with the subject invitation for the proposal the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

I acknowledge Addendum 'A' for detailed scope.

If I am notified that my proposal is accepted, I will sign the attached contract within ten (10) days.

Purchase and installation of Basement Refurbishment and Upgrades for the Town Hall:
\$_____ (in figures) _____ dollars and
_____ cents

Time for Completion: I will complete the contract no later than October 1, 2015.

I have attached a list of three references for similar work and their contact information.

I understand that the Town of New Boston reserves the right to reject any and all proposals, and waive any minor or non-material informality if deemed to be in its best interests.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full invitation package and am aware it was my responsibility to perform my own my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this proposal and (3) I have not engaged in negotiations, or collusion with any person to determine what my bid will be.

Signature of Bidder _____

Title of Bidder _____

Signed this _____ day of _____, 2015.

Exhibit A: Scope of Work

Request Basement Upgrade

General Conditions:

1. Supervisory –description of supervisor and/or contact with Town Administrator
2. Temporary Toilet
3. Storage for equipment and materials.
4. Insurance required from successful bidder
5. Contractor to be NH licensed as required.

Basement Prep

6. Dirt removal/disposal-level floor in tiers to current lowest level.
7. Drainage- 4" perforated PVC pipe, wrapped in filter fabric, pitched, draining to low sump area, buried in ¾" stone.
8. Lift tanks –Temporary for slab placement
9. Import 4" stone- Grade for slab placement
10. Misc. shoring – For piers if necessary
11. Remove and replace old oil tank.
12. Temp removal of sprinkler system water tanks
13. Removal of Windows – Replace with double insulated slider-window approved by owner. Minimum U value .35
14. Remove back stairs and replace.
15. Install FRP Panel (freezer refrigeration panel) for drainage and to act as barrier between the edge of the slab and the stone foundation. (As water may come in between the rocks it will hit the FRP panel, which is set vertically, and run down the drain that should be installed at the perimeter of the inside of the building crushed stone)
16. Supply any equipment necessary to evacuate fumes from basement if any powered equipment used in the removal of dirt materials or placement of concrete slab.

Shoring/Pierwork/Pillars - 6 EA.

Slab

17. 4 "unfinished - 3,000 lb. concrete mix reviewed and approved by owner, left semi-finished.
18. 10 Mil Vapor Barrier (2700 sq. ft.)
19. Wire mesh Furnish and install, tied and placed on concrete brick
20. Provide water pump if required.

Spray Foam

21. Exterior Walls- at 4" coverage (each 1" layer of spray foam to provide an R-7 value.) at stone wall foundation and joist blockers. Provide full wall height.

22. Blockers

8' x 222 LF=1776 Sq. Ft.

Intumescent paint – 1776 Sq. ft.

Windows.

23. Remove –nine windows and caulking. Replace with U value of .35 or better.

Stair Work

24. Demo/Reframe –from offices (front foyer) to basement. Include Tape/finish, framing materials and moisture resistant drywall. Must be 5/8ths Type X. Submit drawing of new stairs before installation as it must be approved by the Building Inspector. Door in Basement must be replaced with a 60 minute door with automatic closer

- 25 Moisture resistant drywall hang – Finish and paint

Platform

26. 2x 10 /J.H. /Ply-* Pressure Treated-ledger to foundation epoxy bolted. Provide drawing on stairway for fire rated and life Safety purposes.

* Explanation: The 2x10 is the dimension of the material that needs to be built over the pit, basically floor framing. “JH” refers to joist hangers, which the floor framing will hang off the ledger that is epoxy bolted to the pit walls. “Ply” refers to plywood which will need to be installed over the floor joists to create the deck where the new boilers will be installed.

Heating Upgrade

27. Include-Mechanical, Electrical and zone valves- Mechanical equipment should be sized appropriately. High efficiency –energy efficient. Must meet NFPA 31 specifications. Boiler Dressing Primary Secondary Piping, with new water feed, and expansion tank. Labor and necessary piping to be included. Zone valve and thermostat per room (upstairs) to control boiler room. Update existing room Thermostat and zone valves to central control by boiler.

28. Demo/Dispose existing furnaces.

29. Chimney –Re-line- per specs of approved heating and mechanical equipment

Safety

30. If powered equipment is used there is a requirement of maintaining 35 parts per million CO in upstairs office area.

Notification and Change Orders:

- a. Any additional work uncovered during the normal painting process shall be reported immediately to the Town.
- b. Any work to be completed at an additional cost above the agreed upon price and outside the agreed upon scope of work, must be pre-approved in the form of a change order, executed by the town. Qualify the percentage for change orders with bid documents.